

Central Intelligence Agency



Washington, D. C. 20505

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22 NOV 1982

Mr. Richard P. Brengel
 Chief, Incentive Awards Branch
 Office of Personnel Management
 1900 E Street, N. W.
 Room 6H34
 Washington, D. C. 20415

Dear Mr. Brengel:

Enclosed is the report of the Central Intelligence Agency's Incentive Awards Program for FY 1982, which was prepared in accordance with Subchapter 2-4a, (5), Chapter 451, Federal Personnel Manual.

Statistics on this Agency's Incentive Awards Program are listed in Parts A, B, C, and D of OPM Form 1465. Part E is not applicable to this Agency. The Program evaluation required in Part F follows:

1. The Agency's Honor and Merit Awards Program continues as an effective means of providing appropriate recognition to individuals and groups for superior achievements and accomplishments and for overall career contributions to the Agency. During FY 1982, honorary awards for individual achievement and career contributions numbered [] There were also [] Meritorious Unit Citations honoring the combined efforts of a total of [] employees.

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2. The Honor and Merit Awards Program also provides recognition of Agency service in the form of longevity certificates. Our Annual Awards Ceremony was held on 17 September 1982, at which time, the Director of Central Intelligence presented certificates to a representative group of [] employees who had completed 10, 15, 25, 30, and 35 years of Agency service. The remaining certificates were forwarded to the individual Directorates for subsequent presentation and distribution.

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3. A total of 276 suggestions were received for the year, 270 of which were eligible. Other performance results were: eligibility rate - 98%; adoption rate - 33%; average cash award - [] Awards paid for adopted suggestions and inventions totaled [] Tangible benefits for adopted suggestions and inventions totaled []

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4. The Special Achievement and Exceptional Accomplishment Awards Program had a significant increase in the number of employees who received recognition for their outstanding or exceptional accomplishments. An all-time record of [] employees received awards totaling [] This represents a 66% increase over FY 1981's total of [] Our average award of [] is an increase of [] over last year's average award of []

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5. During FY 1982, computer programming for tracking suggestions and incentive award cases went from on-line tests and acceptance tests to full production. Other Incentive Awards Program enhancements during the year were: installation of a computer terminal and printer within the office, and a revision of our regulations based on the Office of Personnel Management's revised edition of Chapter 451, Federal Personnel Manual.

6. Plans to increase Program effectiveness during FY 1983 include the initiation of Instant Cash Awards for superior performance, construction of a new Bulletin Board to identify significant suggestions and accomplishments and the publication of a quarterly Award Newsletter.

Sincerely,



Executive Director

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